

**Northern Virginia Regional Partnership Planning Project
Structural Work Group – Draft Minutes
November 7, 2003**

In Attendance:

Phill Bradbury, Alexandria CSB
Jessica Burmester, Fairfax-Falls Church CSB
Ray Burmester
Roy Coffey, Prince William CSB
Tom Geib, Prince William CSB
Mike Gilmore, Alexandria CSB
Cindy Kemp, Arlington CSB
Jim Thur, Fairfax-Falls Church CSB

Bob Lassiter noted his plans to retire from his position with the Loudoun CSB at the end of the year.

1. Review Initial Structural Work Group Report

➤ Item 1 – Information Technology

Jim Thur noted that Lynn DeLacy would like the Institute to be part of the discussion on IT. Jim indicated that Cathy Pumphrey from the Fairfax CSB will put together this meeting between representatives of the five CSBs and the two facilities to discuss software in a broad sense, beyond just Anasazi software. Tom Geib asked that this group also review the use of PA Link for billing. Bob Lassiter noted that Loudoun may need to make changes in their software and might be moving to Anasazi. The following names were submitted as representatives for the IT meeting: Cathy Pumphrey – Fairfax (703-324-7017, cathy.pumphrey@fairfaxcounty.gov); Pixie Traynham – Loudoun (703-777-0378 or 703-737-8506, ptraynham@loudoun.gov); JJ Campbell – Alexandria (703-838-4455 ext. 217, jj.campbell@ci.alexandria.va.us); Ken Hopkins – Prince William (703-792-7712, khopkins@pwcgov.org); Keisha Barrows – Arlington (703-228-4843, kbarrows@co.arlington.va.us); Dave Devcich – NVTC (703-323-2578, ddevcich@nvtc.state.va.us). This group will meet in mid-December 2003 or early January 2004.

➤ Item 2 – Training

Jim Thur indicated that some of the CSB training coordinators are already meeting and added that George Mason University might be a possible resource for this task. Jim indicated that Jim Stratoudakis from the Fairfax CSB will put together this meeting of training coordinators of the five CSBs and the two facilities. The following names were submitted as representatives for the Training meeting: Jim Stratoudakis – Fairfax (703-324-7020, james.stratoudakis@fairfaxcounty.gov); Laurie Olivieri – Prince William (703-792-7740; lolivieri@pwcgov.org); Deborah Warren – Alexandria (703-838-4455, ext.166, deborah.warren@ci.alexandria.va.us); Cheryl Wacker – NVTC (703-323-4092, cwacker@nvtc.state.va.us); Sue Hill – Arlington (703-228-4845, shill@co.arlington.va.us); Roger Biraben – Loudoun (703-771-5100, rbiraben@loudoun.gov).

➤ Item 3 – Quality Assurance/Quality Improvement

Jim Thur and Mike Gilmore noted that with CARF on the horizon for several CSBs, this group would be a valuable resource for information sharing. Jim indicated that Jim Stratoudakis from the Fairfax CSB will put together this meeting of QA/AI staff of the five CSBs and the two facilities. The following names were submitted as representatives for the QA/QI meeting: Jim Stratoudakis – Fairfax (703-324-7020, james.stratoudakis@fairfaxcounty.gov); Phil Moser – Alexandria (703-838-4455, ext.225, phil.moser@ci.alexandria.va.us); Sue Hill (703-228-4845, shill@co.arlington.va.us) or Keisha Barrows (703-228-4843, kbarrows@co.arlington.va.us) – Arlington; Beth Mack – Loudoun (703-737-8752, mmack@loudoun.gov); Laurie Olivieri – Prince William (703-792-7740; lolivieri@pwcgov.org); Wren Griffith – NVTC (703-323-4008, wgriffith@nvtc.state.va.us)

- Item 4 – Reimbursement Activities
No new action was needed on this item.
- Item 5 – Centers of Excellence
This item was deferred to a meeting where Lynn DeLacy would be in attendance.
- Item 6 – Cultural Competence
The training coordinators (item 2) will cover this issue.
- Item 7 – Evidence-Based Practice
The QA/QI (item 3) staff will cover this issue.
- Item 8 – Services for Deaf and Other Specialized Populations
Jim Thur indicated that Natalie Rinker is the new Regional Coordinator for Deaf Services, for which Fairfax holds the funding. Natalie is very active at the State level, and chairs the State's Deaf Services Advisory Committee. Jim asked if the group would like to have a meeting with Natalie, and what the focus of the meeting would be; he will e-mail the group with potential dates. Mark Diorio indicated that Vergine Barsoumian (703-323-4088, vbarsoumian@nvtc.state.va.us) the Director of Speech/Audiology from NVTC would be their contact person on this issue. Jim indicated that agreement needs to be reached on how Natalie will best spend her time. Tom Geib suggested that the title of this item be renamed "Services for Deaf and Hearing Impaired" to more accurately reflect the work proposed.
- Item 9 – Prevention
Jim Thur indicated that Prevention efforts are already underway and the group should continue to encourage the regional work of the Prevention staff.
- Item 10 – Regional Approach to Grants
Ray Coffey suggested that grants are a good area for regional cooperation. Cindy Kemp noted that the Substance Abuse Council in particular is a good example of regional cooperation in grant submission, as they often work together on projects. It was suggested that private non-profits be involved in regional grant submissions as well. Bob Lassiter noted three areas which make it difficult to do regional grants: the identification of grant opportunities, the internal processes for each jurisdiction, and difficulties in assigning tasks related to grant writing. Tom Geib suggested that each disability council be instructed to keep the regional aspect of grant opportunities in mind. Jim Thur noted that George Mason University has also indicated a willingness to assist in grant writing, providing they would be involved in the programming or evaluation component should the grant be awarded. Mark Diorio also noted that the Northern Virginia Community College system might also be willing to be involved. It was noted that regional grant programming is already a large part of the prevention system.

- Item 11 – Collaboration with Various Community Organizations
No new action was needed on this item.
- Item 12 – Emergency Response/Management
The regional efforts of the Metropolitan Washington Council of Governments (COG) on emergency response/management was discussed. It was agreed that local responsibilities take precedence over COG's emergency guidance. Bob Lassiter noted that local hospitals, health departments and CSBs are already working closely on emergency response issues.
- Item 13 – Maximization of Medicaid Revenue for the Region
This issue will be added to the agenda of the Partnership's Private Psychiatric Hospitals Work Group. It was also noted that the reimbursement staff of each CSB is involved with the Virginia Association of Reimbursement Officers (VARO), through which a substantial amount of information on maximizing revenue is shared. The NVTC was encouraged to look into being involved with this group. There was concern about the private providers not being involved with VARO as well.
- Item 14 – Coordination of Regional Mental Health Issues
It was agreed that emphasis should continue to be placed on this item.

2. Review NVRPPP Work Plan for Structural Work Group

Jim Thur

3. Discuss Need to Begin Planning in Other Areas

Jim Thur suggested that other possible areas for restructuring are: children's services (MH, MR, and SA), mental retardation services, substance abuse services, and geriatric services. Jim noted that the state has not developed a sequence for future project plans, but rather is leaving that decision to the localities. Jim suggested turning the children's services item over to the Community Policy Management Team (CPMT), as funding for children's services flows through that group. Jim indicated that Fairfax has committed its staff to working on the Partnership through August 2004 but not after that time, as staff resources are already stretched thin. Mike Gilmore noted that the problems with geriatric services will only increase with time, so that would be an important area to begin work on as well.

4. Discuss Need to Continue Planning for Adults with MH Problems

Jim Thur indicated that he spoke with Leslie Weisman of the Arlington CSB who explained that the Mental Health Work Group will not be able to complete the work they've tasked themselves with before August 2004. New issues have also arisen in the area of private psychiatric hospitals. Jim indicated that a structure needs to be in place to keep watch over the activities of groups like this. The NVACSB group was suggested as one option, as it is already in place and functioning. Jim noted that decisions will need to be made prior to August 2004 on whether this work is important enough to devote funding to after that time.

5. Discuss Structure, Funding and Staffing of Future Planning Activities

Due to time constraints, this issue was not examined closely but will be revisited at the December meeting.

6. Select New Chair

Cindy Kemp was nominated as Chair and accepted the appointment.

7. Future Meeting Schedule

Next Meeting: The next Structural Work Group meeting is scheduled for Thursday, December 11 from 9:30 – 11:30 a.m. at the Pennino Building in Conference Room 206-B.

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